**A MESSAGE TO OUR CLIENTS, BUSINESS ASSOCIATES AND FRIENDS**

Dear valued clients, business associates and friends,

At the Greenberg Law Office, the health and safety of our clients—and business associates— is our highest priority.  Given the growing concerns surrounding the Covid-19 Coronavirus outbreak, we want to share with you the steps we are taking to protect you and our staff against the spread of the virus, as well as everyday illnesses such as the common cold and the flu.

***What Are We Doing to Protect You and Our Staff?***

* When you visit our office, you will notice that we are maintaining social distancing, which means that we will not be shaking hands, hugging or touching anyone. It pains us to do so, but if someone is infected with a respiratory disease, like Covid-19, and they cough or sneeze they project small droplets containing the virus. If you are too close, you can breathe in the virus.

* Hand sanitizer is available in our lobby and we strongly urge everyone to apply a generous amount of to both of their hands upon entry to our office. Please rest assured that high-touch areas (door handles, etc.) are being disinfected multiple times a day. In addition, all surfaces that have had contact with anyone will be disinfected after every meeting.

* If you or someone you have been in contact with is experiencing symptoms of coughing, high fever and/or shortness of breath, we ask that you not come to our office.

* If you do not feel comfortable visiting our office in person, please consider meeting with us virtually either via conference call or through FaceTime—simply call our office at (410) 539-5250 to let us know that you would like to change your meeting to a virtual one.
* For those of you visiting our office, we ask that you bring your own supplies such as water bottles, tissues, pens, etc. This will greatly reduce the number of items that are being touched by and distributed to multiple people.

***What Can You Do to Protect Yourself and Those Around You?***

We encourage our clients and business associates to use simple, everyday actions that protect us all from respiratory viruses, including:

* Washing your hands often and thoroughly with soap and water for at least 20 seconds (a good way to remember how long to wash your hands is by silently singing the “happy birthday song.”  If soap and water are not available, use an alcohol-based sanitizer.

* Avoiding touching your eyes, nose and mouth with unwashed hands.

* Avoiding close contact with people who are sick.

* Staying at home if you are feeling sick—especially if you have a fever, are coughing and/or have shortness of breath. If you have those symptoms, please seek medical care early.

* Covering your mouth and nose with the inside of your elbow when you cough or sneeze and if using a tissue, immediately dispose of it immediately into a closed bin and clean your hands with alcohol-based sanitizer or soap and water.

* Cleaning and disinfecting frequently touched objects and surfaces by using disinfectant spray or wipes.

We thank you for your understanding and cooperation as we navigate this challenging and time.  This is a rapidly evolving situation and we will continue to actively monitor it and take the necessary precautions laid out by the Center for Disease Control.  Our firm has always been dedicated to providing our clients with the highest level of customer service in every way possible and we believe implementing these precautionary measures is a reflection of our care and dedication to you.

For additional information regarding the Coronavirus, here are resources from the CDC:

CDC - Coronavirus Overview

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC - Frequently Asked Questions

<https://www.cdc.gov/coronavirus/2019-ncov/traveler/faqs.html>